

**JANCY PUNITHA J**

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**Career Objective :**

Looking for an opportunity to secure the position of a Teacher where I can employ all my skills for the benefit of the school. Well skilled, educated followed by experience like to achieve good progress in my career through all my best subject knowledge and great teaching efforts.

**Key Skills :**

- Excellent communication skill with fluency in spoken English. • Excellent command over comprehension.
- Strong knowledge of utilizing all the modern teaching aids.
- Ability to handle children of different age groups.
- Expertise in using new teaching methodology to explain difficult topics.

**Strengths :**

- Enthusiastic and hardworking.
- Possess Positive attitude.
- Responsible towards work.
- Self-motivated and directed.

**Academic Qualification :**

- MPhil English from GTN College, Dindigul in 2017
- M.A. English from “Annamalai University Distance Education, Chidambaram” in 2012.
- B.Ed. English from “K. Nanjappa Goundar College of Education, Dindigul” in 2013.
- B.A. English from “Annamalai University Distance Education, Chidambaram.” in 2009.
- Schooling from CSMA Higher Secondary School, Kovilur, Dindigul.

**Experience :**

- Worked as a hostel warden in St. Mary’s Matric School in Mattur for an year.
- Worked as Hostel Warden in St. Joseph blind School for an year.
- Work in St. Antony’s Arts and Science College, Dindigul at office for 5 years and also handles classes for 2 years.

**Responsibilities :**

- Help students in hostel to prepare their daily lessons.
- Office management, bookkeeping and accounting, organizational and communication

- Handling English classes to under graduate students.
- Prepare Internal exam question papers and correct answer sheets.

**Extra Activity :**

- Participated in various spoken English Classes • Participated in General English Language Course at Pre – Intermediate level taught by Cambridge CELTA trainee teachers.